

Final Plat Submittal Requirements



PURPOSE

The purpose of a Final Plat is to allow for the subdivision of land into more than four (4) or more lots, tracts, parcels or divisions for the purposes of sale, lease, or transfer or building development. The Final Plat is the final drawings of the subdivision and dedication prepared for filing for record with the King County Department of Records and Elections and containing all elements and requirements set forth in Chapter 58.17.RCW and in the Issaquah Land Use Code.

STEPS PRIOR TO SUBMITTAL OF FINAL PLAT APPLICATION

1. The public hearing for the Preliminary Plat will already have taken place and a decision issued by the Hearing Examiner.
2. Prior to submittal of the Final Plat application, a pre-submittal meeting with City staff facilitated by the Development Services Department is required. The purpose of the meeting is to allow City staff and the applicant to review all code requirements and the conditions of approval to ensure that all requirements have been met or bonds have been received by the City for those requirements that are being delayed. There is no application or fee for this meeting. Contact the Development Services Department at 425-837-3100 or by e-mail at PermitCenter@issaquahwa.gov to schedule an appointment for the Final Plat pre-submittal meeting.

SUBMITTAL REQUIREMENTS

- ☐ One completed original Permit Application, signed and dated. ([Permit Application](#)).
- ☐ One copy of an Affidavit of Ownership/Agent Authority form, signed and notarized by all property owners and lots involved that are part of the Lot Line Adjustment application. ([Affidavit of Ownership/Agent Authority](#))
- ☐ Application fee: ([Application fees](#))
- ☐ One Plat Certificate or Title Insurance Report of subject property to confirm ownership of the land, easements and encumbrances and that the land is vested in the name of the owner whose signature appears on the Plat Certificate. This is an update from the Preliminary Plat submittal.

- ☐ Four copies of narrative describing the project. Include how each condition of the Preliminary Plat and each condition of the SEPA decision, if applicable, has been or will be satisfied. Show how the Final Plat meets the criteria of IMC 18.13.200 if minor deviations from the Preliminary Plat are proposed.
- ☐ Four copies of a vicinity map that identifies the location of the subdivision in relationship to its surrounding vicinity. (may be fulfilled with the Final Plat drawings)
- ☐ Four copies of Final Plat drawings, at a size of 18" x 24". Bound sets of plans are to be folded to fit into a 8 ½" x 11" folder.
- ☐ One copy of Final Plat drawings at a size of 8 ½" x 11" (to be used for mailing notification to parties of record).
- ☐ One copy of an electronic version of the Final Plat drawings in a PDF format.
- ☐ One copy of an As-Built plans in a PDF format showing the accurate construction and location of all sewer, water and storm water utilities, right-of-way, and other public improvements.
- ☐ One copy of a computer plat closure or demonstrated mathematical plot closure on all new lots, streets, alleys, and boundaries. The maximum allowable surveyed error of closure shall be two hundredths (0.02) feet.
- ☐ One copy of a letter of certification from Issaquah Engineering and any other regulating agencies such as the Sammamish Plateau Water and Sewer District, indicating that all improvements have been installed in accordance with the conditions of the Preliminary Plat and the improvement standards or certain improvements have been deferred and a bond is posted in an amount equal to one hundred fifty (150) percent of the estimated cost of the deferred improvements (extent of improvements to be deferred and final amount to be determined by City Engineering.

REQUIRED AS PART OF THE FINAL PLAT DRAWINGS

1. Date, title, name and location of the subdivision, graphic scale, datum plane and true north point.
2. Lines and names of all streets or other public ways, parks, playground easements, reservations and any area to be dedicated to public use, with notes stating their purpose and any limitations.
3. Lines and names of all existing or platted streets or other public ways, parks, playgrounds and easement adjacent to the Final Plat , subdivision or dedication, including municipal boundaries, township lines and section lines.
4. All dimensions along the lines of each lot and each tract, with the true bearing and sufficient data necessary to readily determine and reproduce on the ground the location, bearing and length of every street line, easement line, lot line, block line and the boundary of the subdivided tract.

5. Lengths and bearings of all straight lines, curve radii arcs and semi-tangents of all curves.
6. Location of all permanent control monuments based on Lambert coordinates.
7. Suitable primary control points, approved by the City Engineer, or descriptions and ties to such control points, to which all dimensions, angles, bearings and similar data given on the Final Plat shall be referred.
8. All dimensions shall be given in feet and decimals of a foot to the nearest 1/100. All angles and bearings shall be accurately measured in degrees, minutes and seconds.
9. In the event the plat constitutes a replat, the lots, blocks, street, etc. of the previous plat shall be shown by dotted lines in their proper positions in relation to the new arrangement of the plat, the new plat being shown in solid lines so as to avoid ambiguity.
10. A complete legal description of the land to be subdivided.
11. Any additional pertinent information necessary for adequate review of the application.
12. The requirements of state law regarding subdivisions (Chapter 458.17 RCW).

REVIEW AND APPROVAL PROCESS

1. Applicant makes an Intake Appointment for the application with a Permit Technician by calling the Permit Center at (425) 837-3100 or by e-mail at PermitCenter@issaquahwa.gov
2. The application, when determined sufficient and complete, will be routed to City Departments that will have an interest in the review.
3. Based upon any city review comments, the Development Services Department may ask for more information, ask that corrections be made to the application.
4. Notice of the application is mailed out to all Parties of Record from the Preliminary Plat.
5. Final Plat proposals are reviewed through a Level 4 Review process. The Development Services Department will prepare a report, including an appropriate recommendation, and transmit the documents to the Hearing Examiner. The hearing Examiner will review the final plat and all documents including any public comments and approve the final plat if the final plat:
 - A. Except for minor modifications under IMC 18.13.160, Modification of an approved final plat, is consistent with the approved preliminary plat; and
 - B. Is consistent with the provisions of this title and Chapter 58.17 RCW.
6. The decision of the Final Plat is mailed to Parties of Record. The Hearing Examiner's decision on a Final Plat may be appealed to the City Council within an appeal period of 14 days.

PUBLIC NOTICE REQUIREMENTS

1. A Final Plat is reviewed through a Modified Level 4 Review process including a notice to Parties of Record, properties owners within 300 feet of the subject property; notice on the City website, and to electronic subscription notice. The City of Issaquah provides the mailed noticing (including address labels) to the surrounding property owners and parties of record; notice on the City website, and to electronic subscription notice.

REVISION SUBMITTALS

All revision must be submitted to the Permit Center and date-stamped by a permit technician. Each revision package must include the same number of sheets/documents that were required for the original submittal. The Permit center can be reached by calling 425-837-3100 or by e-mail at PermitCenter@issaquahwa.gov

PLEASE NOTE

1. The property owner bears the responsibility for accuracy and completeness of all information provided with or affecting the application submittal.
2. The Development Services Department may require additional information as needed. If you have any questions concerning your application submittal, please visit or contact the Issaquah Permit Center (425-837-3100) between 9:00 a.m. and 5:00 p.m., Monday through Friday or by e-mail at PermitCenter@issaquahwa.gov

LINKS TO SELECT ISSAQUAH MUNICIPAL CODE (IMC) SECTIONS

Land Use Code: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

Central Issaquah: <http://www.ci.issaquah.wa.us/DocumentCenter/View/1411>

(Development & Design Standards)

Subdivisions: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

Environmental Protection: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

District Standards Table: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

Density calculation in Critical Areas: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>

Street Standards: <http://www.ci.issaquah.wa.us/DocumentCenter/View/1048>

Landscaping & Tree Preservation: <http://www.codepublishing.com/wa/issaquah/?Issaquah18/Issaquah18.html>